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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

OPM Declassification & Release Instructions on File - No Referral to OPM

May 29, 1953

DEPARTMENTAL CIRCULAR NO. 710

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Retention of Career Employees in the Federal Service

Reductions in the number of Federal employees are taking place throughout the service. In many instances long service, competent career employees are being separated. It is the specific responsibility of each agency to place affected career employees in jobs now being performed by non-career--indefinite employees. No career employee who has been laid off by reduction-in-force should remain off the Government's rolls so long as he is qualified and available to do the job held by an indefinite employee.

To achieve this goal the Commission has approved the following program to assist a career employee with competitive status (career or career--conditional) separated in a reduction-in-force.

1. He shall be placed on the reemployment priority list for the filling of positions in all parts of the agency in the same local area from which he was separated. Except for the hiring of disabled veterans, generally a position for which one of these career employees is qualified shall not be filled from outside the agency. The reemployment priority list must be used.
2. No indefinite employee shall be retained in a position for which the career employee is qualified. An agency shall separate an indefinite employee anywhere in the locality in which the career employee was laid off in order to place him. In order to do this, adequate records must be maintained. Agencies shall keep current reemployment priority lists for every local area; they shall also maintain the necessary lists of indefinite employees of the agency in the local area to make possible the matching of separated career employees with positions occupied by indefinites.

3. The Commission will direct other agencies in the local area to displace an indefinite employee in order to place a separated career employee who cannot be taken care of by his own agency.

This three point program to help separated career employees is in addition to present benefits given to displaced career employees. The Commission will continue to certify from competitive registers on a priority basis those displaced career employees who file with the Commission for such consideration.

Detailed operating instructions covering this new placement program will be issued in the immediate future. The Commission will review closely actions taken by agencies in carrying out their responsibilities under this assistance program.

The current reductions in force that are affecting most agencies have brought forcefully to the Commission's attention the problem of reassignment rights. The Commission is aware of the disruption to agency operations and the lowering of employee morale caused by the extensive shifting of personnel under the reduction-in-force regulations.

To meet this problem the Commission has revised its reduction-in-force regulations. Agencies are now required to grant reassignment rights under Section 20.5 of the Regulations on a competitive area (generally, a bureau or field installation) basis. Agencies may, however, continue to grant reassignment rights across competitive areas to their employees if they wish to do so.

The effective date of the change in the Commission's regulations is May 29, 1953. Employees affected by reduction-in-force notices issued on and after that date will be covered by the new regulations.

By direction of the Commission:

Sincerely,


Philip Young
Chairman